

**Belvedere:** May 11, 2005  
*Jerry Butler*

**Corte Madera:**  
*Melissa Gill*

**Fairfax:**  
*Lew Tremaine*

**Larkspur:**  
*Joan Lundstrom*

**Mill Valley:**  
*Dick Swanson*

**Novato:**  
*Pat Eklund*

**Ross:**  
*Tom Byrnes*

**San Anselmo:**  
*Peter Breen*

**San Rafael:**  
*Al Boro*

**Sausalito:**  
*Amy Belser*

**Tiburon:**  
*Alice Fredericks*

**County of Marin:**  
*Susan Adams*  
*Hal Brown*  
*Steve Kinsey*  
*Charles McGlashan*  
*Cynthia Murray*

**TO:** Executive Committee

**RE:** Crossing Guard Program Status

Dear Executive Committee:

The Expenditure Plan, Strategy 4, Reduce School Related Congestion and Provide Safer Access to Schools, includes funding for crossing guards at approximately 70 intersections along major roads serving schools.

As described in the Expenditure Plan, the program will use trained crossing guards for critical intersections throughout Marin County. The intersections will be prioritized by the Public Works Directors together with the TAM Technical Advisory Committee (TAC) along with other school related projects, and approved by the Authority. The Plan specifies that at schools that have volunteer or other types of crossing guard programs, Measure A funds will augment the work that is already being done, making sure that these funds are put to their best use. As with other TAM programs, the process will provide opportunities for public input.

As an initial step in the prioritization of the intersections, an inventory of existing crossing guard programs is being prepared. The attached questionnaire is being sent to all the public and private schools in Marin County and members of the Marin Public Works Association (MPWA) to obtain information on programs currently underway. This information will be used in the evaluation and prioritization of the intersections to be covered by the crossing guard program, and in the identification of existing programs that may be eligible to receive funding augmentation. The information may also identify other potential management and implementation options.

At future TAM meetings, issues to be addressed include approving the prioritized intersections to be provided funding for crossing guards; and the selection of the managing agency for the crossing guard program. Management options range from TAM contracting with a firm to provide all of the crossing guards to TAM providing funding to one or more local agencies to manage their individual programs. Programs in other cities and counties include management by individual schools and school districts, police departments, and public works departments.

As shown in the draft program development process, implementation of the crossing guard program by a new contractor may not be initiated until after the start of the next school year.

**Recommendation**

Staff recommends that the Executive Committee review the draft program development process and provide feedback.

Respectfully Submitted,

Craig Tackabery  
Executive Director

Attachments:     Crossing Guard Process  
                         Draft School Crossing Guard Questionnaire

**TRANSPORTATION AUTHORITY OF MARIN  
School Crossing Guard Program**

**Program Development Process**

<u>Task</u>	<u>Completion Date</u>
1. Distribution of Crossing Guard Questionnaire to public and private schools and to MPWA members.	May 6-12
2. Responses received and documented	June
3. Discussion with MPWA and TAC regarding priority intersections and implementation strategies	May – July
4. TAC recommendation regarding priority intersections and implementation strategies	July
5. Approval of TAC intersection recommendations by TAM Board	September
6. Development and approval of funding agreements with implementing public agencies and development of RFP for private contractors.	September
7. Distribution of RFP	September
8. Selection of Contractor(s)	October
9. Award Contract(s)	October
10. Implementation, including recruitment and selection of staff by contractors	November

## Transportation Authority of Marin School Crossing Guard Questionnaire

Measure A, the ½ cent transportation sales tax recently approved by Marin voters, is focused on improving mobility and reducing local traffic congestion. School-related trips are a significant component of traffic congestion. The Measure A Expenditure Plan's Safer Access to Schools strategy includes several components, including incentives for choosing alternative modes to travel to and from school. However, one of the greatest barriers to using alternative modes is difficulty in crossing Marin's busiest streets. The Safer Access to Schools program provides funding to provide trained crossing guards at up to 70 intersections throughout Marin County.

As an initial step in the planning and implementation of the program, your assistance with the following information will be greatly appreciated.

Name of School: \_\_\_\_\_

1. What intersections or crosswalks near your school currently have crossing guards? (If possible, please provide a map showing the locations where crossing guards are currently used.)
2. Please identify other intersections/crosswalks where you would like crossing guards provided, but currently there are none provided.
3. What agency manages the crossing guards? Who is the staff contact person? (Please provide contact information e.g. phone number and e-mail address)
4. Are your current crossing guards volunteers? If so, please tell us their relationship to the school (e.g., parents, students, teachers or others).
5. If your current crossing guards are not volunteers, are they paid staff, e.g., teachers, teachers-aids, custodians; school monitors, and is this part of the job description? If they are not staff are they hired only as crossing guards?
6. If your current guards are not provided by volunteers or agency staff, then are they a contractor? If so, please provide name of company and if possible, please provide a copy of the contract. What is the source of funding?
7. How are your crossing guards trained?
8. What hours do the crossing guards work? AM and PM (Please provide school calendar and schedule)
9. Do they work during summer school? (If so, please provide summer school schedule).

Please provide copies of any policies or memos to staff or parents regarding crossing guards, and information on any local committees regarding crossing guards.

For follow up on this questionnaire, please provide your name, position and phone number/e-mail address.